



**CITY OF RICHMOND**  
**POLICE DEPARTMENT**  
**COLONEL WILLIAM C. SMITH**  
**CHIEF OF POLICE**

**VIA EMAIL**

July 30, 2019

Tom Nash  
MuckRock News  
DEPT MR 77938  
411 A Highland Avenue  
Somerville, MA 02144-2516  
77938-17500966@requests.muckrock.com

**RE: FOIA Request: All emails received from or sent to Ring's Law  
Enforcement Liaison/Territory Manager from January  
1, 2018, to date**

Dear Mr. Nash:

This is in response to your Virginia Freedom of Information Act (FOIA) request, referenced above, which was received on or about July 25, 2019, in the Office of General Counsel.

Virginia Code § 2.2-3704 (F) allows a public body to charge reasonable fees for the actual costs involved in the production of the requested documents. If the public body determines in advance that the charges for producing the requested records will exceed \$200.00, the public body may, before continuing to process the request, require the requester to pay a deposit not to exceed the amount of the advance determination. *Virginia Code § 2.2-3704 (H)*

In order to process your request, it is estimated that it would take our IT Department at least 40 hours, at an estimated cost of \$1,400.00, to conduct a search for the relevant records. They would have to search every Richmond Police Department employees' email account, which currently consists of over 800 individuals. Additionally, it is estimated that it would take our office at least 25 hours, at an estimated cost of \$850.00, to review the materials.

As such, pursuant to Virginia Code § 2.2-3704 (H), we require a deposit of \$2, 250.00 to continue processing your request. Accordingly, once we receive your deposit and have completed processing your request, if you have over paid, any excess amount will be refunded to you. Alternatively, if the costs exceed your initial deposit you will be charged for the remainder.

The \$2, 250.00 deposit should be mailed or submitted in person at:

**Richmond Police Department  
Office of General Counsel  
200 West Grace Street  
Richmond, VA 23220**

Please include a copy of this letter with your deposit so that payment will be properly credited to this request.

Please note that if you decide to proceed with this request, there is the possibility no records may be located. Even if nothing is found, you will still be responsible for the time that our office spends searching for the requested records.

Should you have questions, please contact the Office of General Counsel at (804) 646-5147.

Sincerely,

A handwritten signature in blue ink, appearing to read "William K. Shipman", followed by a horizontal line.

William K. Shipman, Esq.  
Associate General Counsel